

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 24 March 1978

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25X1A 1. (U) Handicapped Applicant: The Career Training Program has initiated security and medical processing on our blind applicant, [REDACTED]. This will be the first handicapped applicant to be accepted by the program. She is being processed for eventual assignment into NFAC.

25X1A 2. (U/AIUO) Meeting With DIA re CIA Selection Standards for NFAC Junior Analyst Personnel: On 30 December 1977, Dr. [REDACTED] Special Assistant, Directorate for Intelligence Research, DIA, wrote to [REDACTED] requesting "a meeting to discuss, for comparison purposes, the standards and methods used in selecting junior analyst personnel for NFAC and related functions." Following several attempts, the meeting finally took place on 16 March. In attendance were [REDACTED] (NFAC/Pers) and [REDACTED]  
25X1A [REDACTED] explained that he has been given the task of looking into ways of improving DIA's analytical program and wanted to find out how and where we recruit, what qualifications we seek in our research analysts, salary levels we offer graduate students, etc. We briefed him on our respective functions in an hour-and-a-half session. [REDACTED] was complimentary of our system, stating we certainly "had it all together."

3. (U) Presidential Management Intern Program: Three people selected for the Presidential Management Intern Program have called to express interest in working for CIA. During telephone interviews, all three seemed like attractive candidates. Staff Personnel Division has requested their papers from the Civil Service Commission. (Reported previously at 8:30 meeting.)

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4. (U) Recruitment: Recruiter [REDACTED] of our [REDACTED] office reports very favorably on his participation in a Minority Career Day event on the campus at the University of Southern California on 15 March. There were 300-400 students and 55 employers in attendance. Placement Director Carl Herringer made the observation that the CIA booth was certainly the busiest. Larry reports that his supply of literature and Agency brochures was exhausted in the opening hours of the event.

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5. (U/AIUO) Retirement Activity: The figures shown below reflect the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 124 persons to go by 30 June, 38 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	15 ( 1)	18 ( 4)	33 ( 5)
Signed to go	23 ( 7)	68 (26)	91 (33)
Total	38 ( 8)	86 (30)	124 (38)

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6. (U) External Employee Assistance: Last week, representatives of the Retirement Counseling and Employee Assistance Branch (RCEAB) met with [REDACTED] who is with [REDACTED] one of the many offices which make up [REDACTED] national employment system. Though each [REDACTED] office operates on an independent basis, it does have the capability of referring resumes of clients to [REDACTED] offices in other geographic areas of interest. By virtue of this contact, [REDACTED] will be added to RCEAB's list of employment agencies that are "no-fee" to our clients.

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7. (U/AIUO) CIARDS Disability Retirees: The required annual Report of Income Forms (for 1977 earnings) were mailed on 15 March 1978 to 206 disability retirees under CIARDS. The completed reports are due on 15 April.

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8. (U) Suggestion Box: One suggestion was received this week. It was directed to the Chief, Logistics Services Division for appropriate response. The total number of suggestions received since the program began on 15 June 1977 is 47.

9. (U) Educational Aid Fund: To date, 215 EAF applications have been issued and of this amount 165 were issued to those who are applying for financial assistance for the first time. We have received 25 completed applications and an additional 27 that are in various steps of completion.

10. (U) Savings Bonds: The Savings Bonds Committee met on 22 March. The purpose of the meeting was to brief the Directorate representatives on the forthcoming Savings Bonds Drive and request the names of Vice-Chairpersons in their respective Directorates.

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11. (U) Employee Activity Association: The EAA has negotiated ticket discounts for its members for the forthcoming season at Busch Gardens, Kings Dominion, and Hershey Park. Depending on the time of year the purchaser chooses to visit these centers, discounts will range from \$.70 to \$2.10 per ticket. Busch Gardens and Kings Dominion will open for weekends only on 25 March. Hershey Park will open daily starting 7 May.

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13. (S) Rehired Annuitant: The following rehired civilian annuitant case was processed as a new hire:

25X1A      NFAC      [REDACTED]      - Independent Contractor, ORPA,  
contract effective 27 March 1978

COMING EVENTS:

(1). (U) Religious Services: On 24 March, Good Friday, religious services will be held in the Headquarters auditorium. They are as follows:

Catholic Services                      11:00 a.m.

Protestant Services                    12:30 p.m.

(2). (U) Savings Bonds Campaign: The U.S. Savings Bonds Campaign begins on 1 May and will end on 26 May.

Distribution:

Orig & 2 - Addressee  
         1 - DD/Pers/SP  
         1 - DD/Pers/R&P  
         1 - DD/Pers/P&C  
         1 - Chief, SAS  
         1 - Subject File  
         1 - D/Pers/Chrono  
25X1A      OD/Pers/[REDACTED]:rj (23 March 78)

F. W. M. Janney

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